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200-16

18 March 1949

MEMORANDUM

TO: Assistant Director, OSO
Assistant Director, OPC
Covert Personnel Branch
Covert Services Branch

FROM: Chief, Confidential Funds Branch

SUBJECT: Storage of Household Goods and Effects of Employees Assigned to []

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25X1 1. We are advised that the U. S. military authorities in [] have requested that the shipment of personal belongings and effects of civilian employees assigned to that area be limited to 3000 pounds in view of the fact that household furnishings are provided by the Army along with housing, and as there are no adequate storage facilities for the storing of furniture and effects in that area.

2. The Foreign Service Regulations (Paragraph 103.600) provides authority for the Government to pay the cost of storing the furniture and household and personal effects of an employee who is assigned to a post to which, because of emergency conditions, he cannot take or at which he is unable to use such effects.

25X1 3. It appears necessary that some policy be adopted by the agency with respect to limiting the weight allowances of personal effects of employees en route to [], and for payment of the storage of their household effects in this country, for such period as such restrictions are in force. The following procedure is suggested:

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- a. Employees assigned to [] would be advised by the Personnel Branch that household effects could not be shipped to the area and informed of the type of effects which they would need to ship such as linens, dishes, etc.
- b. The Travel Order would limit the weight allowance of personal effects to 3000 pounds, and authorize the storage of the employee's remaining household goods and effects (within the weight limitations prescribed by Regulations) in the United States, during the period which the restrictions on the shipment of furniture and effects remain in force.

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c. The Transportation Section would arrange with the employee for the shipment of effects within the 3000 pounds limitation and the storage of his remaining effects at Government expense including:

(1). Such packing as may be necessary to prepare his effects for storage but not for shipment. (Known as "loose packing").

(2). Cartage of his effects from his residence to the place of storage.

25X1 d. When and if the restriction regarding shipment of household effects to [] is lifted the employee would be so advised and would have the option of:

(1). Having the effects shipped to his post at Government expense within 3 months.

or

(2). Leaving the effects in storage and assuming the cost of storage as a personal expense.

4. Your concurrence or comments regarding the above proposed procedure would be appreciated.

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[]
Chief, Confidential Funds Branch

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